

## First Time Home Buyer Program Application

Applicant Information		
Applicant(s) Name		Home Phone
		(    )    -
Mailing Address		Cell Phone
		(    )    -
City	Province	Postal Code
Email		

Property Information		
Civic Address		Legal Land Description
Realtor		Purchase Price
Realtor's Contact Number (if applicable)		Realtor's Email (if applicable)
(    )    -		
Financial Institution or Law Firm Information		
Financial Institution/Law Firm		Phone Number
		(    )    -
Contact Name		Email
Mailing Address		Fax
		(    )    -
City	Province	Postal Code

***I hereby declare that the information provided in this application is complete and correct, and as the applicant, I acknowledge that I have read and understand the entire Down Payment Assistance Program Application including the attached Schedule "A". I further accept and agree to the terms and conditions of the Down Payment Assistance Program.***

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete and return this form along with all required documentation to:**

Planning and Development Services  
City Hall, 1084 Central Avenue  
Prince Albert SK S6V 7P3  
Phone: 306-953-4370  
Fax: 306-953-4380  
Email: [pds@citypa.com](mailto:pds@citypa.com)

The City of Prince Albert is committed to protecting your privacy. Personal information collected on this form is in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)* and will only be used for the purpose for which it was collected. Personal information will not be shared or used for any other purpose without your express consent pursuant to *LAFOIP* and the City of Prince Albert's policies. Please contact The City Clerk's Office, 1084 Central Avenue, Prince Albert SK, via email [cityclerk@citypa.com](mailto:cityclerk@citypa.com) or call 306-953-4305 for questions about the access, use, and disclosure of your personal information.

This Section to be completed by Administration	
Date Approved	Resolution #
Approved by:	

## **First Time Home Buyer Program Application Schedule “A”**

### **Application Submission Check-list**

Before submitting your application, please review, complete and ensure you have included all the documents listed below. These documents are required as part of the application. Incomplete applications will not be accepted. Depending on what you are applying for, further information may be requested.

1. Application Form.
2. Letter from a financial institution or lawyer detailing:
  - a. The total amount of the mortgage, the required down payment and closing costs; and
  - b. The funds being contributed by the applicant.
3. If the application is for funding for a significant, immediate home repair, a copy of a quote provided by the contractor that provides details of the work to be completed and the price.
  - a. Photos may also be requested.

### **Program Information and Conditions and General Procedure**

The purpose of the First Time Home Buyer Program is to provide up to \$5,000 in funding to help pay for either the minimum required down payment and closing costs; an immediate, significant home repair; or a combination of both.

Please note, any immediate, significant home repair must be identified at the time of the purchase and is required in order to meet minimum life safety standards or to secure the structural integrity of the home. This may include the repair or replacement of:

- Furnace, boiler or other primary heat source,
- Water heater,
- Windows and doors,
- Roof or shingles,
- Electrical work or wiring,
- Installation of barrier free equipment, or
- Renovation of an existing Secondary Suite.

Renovations that do not represent an immediate life safety issue or that do not represent a risk to the structural integrity of the home will not be considered. This may include the repair or replacement of existing cabinetry or other similar fixtures, appliances, fixed or picture windows, flooring, or painting.

The First Time Home Buyer Program is an initiative that originates from the Housing Reserve Policy and is funded by the Housing Reserve. This program came into effect on March 29, 2022, and is not retroactive.

### **Conditions and Information**

1. This program is available to a person who:
  - a. Has never owned a home, or has not owned a home in the past four (4) years; and

- b. Has a maximum household income, either individual or multiple income earners, of \$80,000 annually.
2. Applicants who intend to rely on additional, alternative financial means in order to support their purchase or renovation will not be eligible for this program. Alternative financial means refers to financial sources apart from the applicant's own income, and may include contributions or gifts from family or support from other, similar programs.
3. The maximum purchase price of a qualifying home is \$200,000.
4. Properties that are currently in tax arrears will not be eligible for this program.
5. The funding provided may go towards one of the following:
  - a. To cover half of the minimum required down payment and all required closing costs, to a maximum of 5% of the total value of the home or \$5,000, whichever is lesser; and the total down payment for the purchase shall not exceed 5% of the value of the home; or
  - b. To help cover the cost of an immediate, significant home repair, to a maximum of 50% of the cost of the repair or \$5,000, whichever is lesser; or
  - c. To cover a combination of the down payment, closing costs, and an immediate, significant home repair, the calculation of each is described above and has a combined value of \$5,000.
6. If the City approves the application, the funds will be distributed to one of the following parties:
  - a. To the Applicant's financial institution or lawyer for the down payment and closing costs, or
  - b. To the home owner upon submission of proof that the repair work is underway.
7. Applicants who are approved under this program are not eligible to apply for other City of Prince Albert housing programs for the subject property.
8. The Applicant is responsible for all costs associated with purchasing their home and for obtaining any required permits.
9. Only five (5) grants will be approved annually and applications will be processed in the order they are received.

### General Procedure

Applicants are advised to apply once they have made a formal offer on a home, subject to financing, whether they are pre-approved for a mortgage or not. Should the offer fall through or the applicant is found not to qualify for the program, the application will be canceled. A new application will need to be completed for any future purchase attempts.

Completed applications will be reviewed by Administration prior to being forwarded to the City Manager for approval, in principle. If approved by the City Manager, the application will be forwarded to City Council for consideration.